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Planning for mine risk education programmes and projects

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Contents

Contents	iii
Foreword	iv
Introduction	v
Planning for mine risk education programmes and projects	1
1. Scope	1
2. References	1
3. Terms, definitions and abbreviations	1
4. Planning	2
5. General requirements	2
6. Planning for various Mine Risk Education (MRE) activities	2
6.1. Planning for public information dissemination activities	3
6.2. Planning for education and training activities	4
6.3. Planning for community mine action liaison	4
7. Guiding principles	5
7.1. Stakeholder involvement	5
7.2. Coordination	5
7.3. Integration	5
7.4. Community participation and empowerment	5
7.5. Information management and exchange	6
7.6. Appropriate targeting	6
7.7. Education	8
7.8. Training	8
8. Areas of responsibility	9
8.1. United Nations	9
8.2. National Mine Action Authority (NMAA)	9
8.3. MRE organisation	9
8.4. Donors	10
Annex A (Normative) References	11
Annex B (Informative) Terms, definitions and abbreviations	12
Annex C (Informative) The MRE Cycle	16
Amendment record	17

Foreword

International standards for humanitarian mine clearance programmes were first proposed by working groups at an international technical conference in Denmark, in July 1996. Criteria were prescribed for all aspects of mine clearance, standards were recommended and a new universal definition of 'clearance' was agreed. In late 1996, the principles proposed in Denmark were developed by a UN-led working group and the International Standards for Humanitarian Mine Clearance Operations were developed. A first edition was issued by the UN Mine Action Service (UNMAS) in March 1997.

The scope of these original standards has since been expanded to include the other components of mine action and to reflect changes to operational procedures, practices and norms. The standards were re-developed and renamed as International Mine Action Standards (IMAS).

The United Nations has a general responsibility for enabling and encouraging the effective management of mine action programmes, including the development and maintenance of standards. UNMAS, therefore, is the office within the United Nations responsible for the development and maintenance of IMAS. IMAS are produced with the assistance of the Geneva International Centre for Humanitarian Demining.

The work of preparing, reviewing and revising IMAS is conducted by technical committees, with the support of international, governmental and non-governmental organisations. The latest version of each standard, together with information on the work of the technical committees, can be found at <http://www.mineactionstandards.org/>. Individual IMAS are reviewed at least every three years to reflect developing mine action norms and practices and to incorporate changes to international regulations and requirements.

Introduction

Planning is the way in which organisations wishing to conduct Mine Risk Education (MRE) programmes and projects identify the most effective way to reduce the risk of injury from mines and UXO of target populations through raising awareness and by promoting behavioural change.

Planning is essential to effective implementation and should be based upon careful and on-going assessment of the needs of the affected communities. Planning should determine how monitoring and evaluation of the programme or project will be conducted.

Planning for MRE should be carried out in support of the national mine action programme and annual plan(s), or be linked to its development where a programme and plans have yet to be developed. Planning should also be linked to community development initiatives.

The organisational accreditation of an MRE organisation will usually be dependent upon its demonstrated ability to plan and manage effectively.

Planning for mine risk education programmes and projects

1. Scope

This standard provides guidance for the planning of Mine Risk Education (MRE) programmes and projects. It does not designate what should be in a plan in specific detail; rather it provides a broad range of options which should be considered during the planning phase.

2. References

A list of normative references is given in Annex A. Normative references are important documents to which reference is made in this standard and which form part of the provisions of this standard.

3. Terms, definitions and abbreviations

In IMAS, the words 'shall', 'should' and 'may' are used to convey the intended degree of compliance. This use is consistent with the language used in ISO standards and guides:

- a) 'shall' is used to indicate requirements, methods or specifications that are to be applied in order to conform to the standard. It is used sparingly in the IMAS standards.
- b) 'should' is used to indicate the preferred requirements, methods or specifications.
- c) 'may' is used to indicate a possible method or course of action.

The term 'Mine Risk Education' (MRE) refers to activities which seek to reduce the risk of injury from mines/UXO by raising awareness and promoting behavioural change; including public information dissemination, education and training, and community mine action liaison.

The term 'MRE organisation' refers to any organisation, including governmental, non-governmental, civil society organisations (e.g. women's union, youth union, red cross and red crescent societies), commercial entities and military personnel (including peace-keeping forces), which is responsible for implementing MRE projects or tasks. The MRE organisation may be a prime contractor, subcontractor, consultant or agent. The term 'MRE sub-unit' refers to an element of an organisation, however named, that is accredited to conduct one or more prescribed MRE activities such as a public information project, a schools based education project or a community mine action liaison project evaluation.

The term 'National Mine Action Authority (NMAA)' refers to the government department(s), organisation(s) or institution(s) in each mine-affected country charged with the regulation, management and co-ordination of mine action. In most cases the national Mine Action Centre (MAC) or its equivalent will act as, or on behalf of, the NMAA. In certain situations and at certain times it may be necessary and appropriate for the UN, or some other recognised international body, to assume some or all of the responsibilities, and fulfil some or all of the functions, of a NMAA. In such cases the UN should provide appropriate technical support including suitably qualified personnel, experienced in MRE.

The term 'project' refers to an activity, or series of connected activities, with an agreed objective. A project will normally have a finite duration and a plan of work. The resources needed to successfully accomplish the objective will normally be defined and agreed before the start of the project.¹

1. In mine action, the method of defining the objective, the means of achieving the objective and the resources needed are usually referred to as a 'project proposal' or 'project document'.

The term 'programme' implies the medium to long-term activities of an organisation in the fulfilment of its vision and strategic objective. A mine action programme consists of a series of related mine action projects. Similarly, an MRE programme consists of a series of related MRE projects.

A list of terms, definitions and abbreviations used in this standard is given in Annex B. A complete glossary of all the terms, definitions and abbreviations used in the IMAS series of standards is given in IMAS 04.10.

4. Planning

The purpose of project planning for MRE is to define the project goals and objectives, and establish a *plan of action* to meet the goals and objectives. Informed planning should enable the organisation to implement MRE activities efficiently and effectively according to the needs of targeted groups.

As far as possible all stakeholders should be involved in the planning process. The goals, objectives and activities of the programme should reflect their participation in the assessment and planning stages.

Project planning should be informed by, and conducted in accordance with, the national mine action plan, where it exists. It is a process which requires managers to agree to the specific objectives of their project, to identify and evaluate the alternative ways of achieving these objectives, and to select the most appropriate way forward.

Planning is conducted prior to implementation. However, the plan needs to be reviewed regularly in order to adapt the project to the reality of implementation. This is conducted through monitoring and evaluation as part of the MRE project cycle and is shown diagrammatically in Annex C.

The monitoring and evaluation system needs to be defined and relevant indicators should be determined at the planning stage.

5. General requirements

Any planning process involves setting the overall objective of the programme or project, and then setting a series of enabling objectives and activities to achieve them. Each activity should contribute to achieving a specific objective; and for each activity planned, it should be clearly stated what inputs (resources) are required and the expected outputs. Measurable indicators and sources for verification should be established for assessing the achievement of each enabling objective.

Planning projects in such a logical way enables organisations to carefully consider the reason for conducting every activity, and to determine the inputs required to achieve each output. The activities, inputs and outputs can be checked by both internal and external monitoring procedures. The stated objectives and indicators for measuring performance and achievement of those objectives should form the basis of the evaluation.

One way of conducting such a logical planning approach is through the use of logical framework analysis. This approach allows the presentation of planned activities to be clearly presented (in a framework format) to relevant stakeholders.

6. Planning for various Mine Risk Education (MRE) activities

The MRE plan should:

- a) be integrated into the national mine action strategy and the overall national humanitarian and development strategies;

- b) reflect the priorities of the organisations and people involved (such as government, donors, communities, women, children, minorities, village deminers, and persons with disabilities);
- c) reflect the nature of the threat to populations, whether it is predominantly a mine or a UXO threat, or both;
- d) take into account the risk of any negative side effects generated by the activities;
- e) be culturally appropriate;
- f) be based on appropriate means of communication;
- g) where possible, involve the intended beneficiaries in programme, design, implementation and monitoring;
- h) draw on lessons learned through other MRE programmes;
- i) offset urban and gender biases and other biases;
- j) establish clear procedures and structures for reporting to donors;
- k) be sustainable, that is, cover capacity building and training;
- l) be flexible and adaptable;
- m) identify indicators to gauge the progress and the impact of the programme;
- n) identify appropriate monitoring and evaluation systems;
- o) be realistic and take into account programme inputs, such as local and external management capacities and the availability of staff, skills and resources; and
- p) assure adequate funding and logistical support.

Whilst the general requirements apply to planning any MRE programme or project, there may be specific planning requirements for particular activities. These are given in more detail below.

6.1. Planning for public information dissemination activities

Public information dissemination involves the use of mass media to convey messages to the general public. It is an effective tool for MRE, conveying relevant information in a cost effective and timely manner to raise awareness of the mine and UXO threat, and to promote behavioural change among affected populations. The level of media usage and type of media predominantly used will vary both between and within countries, however the plan should consider the target audience and the selection of the most appropriate media to reach that audience. To do this, the audience viewing or listening figures of different TV and radio stations, newspaper or magazine circulation figures should be known and, where possible broken down geographically and demographically. The timing, frequency and intensity of the messages should also be considered in order to have maximum impact without producing the counter effect (i.e. de-sensitising the target groups to the threat of mines/UXO) through saturation or overload.

Where appropriate, for example if planning a national level media campaign that competes for media coverage, it may be more effective for an MRE organisation to work with a professional marketing agency to plan a media campaign strategy. When working with local media, media space is usually less competitive and a media campaign may usually be planned effectively with the local media as a partner.

6.2. Planning for education and training activities

There are two categories of education and training activities:

- a) direct education and training by the MRE organisation; and
- b) Training of Trainers (TOT).

Some organisations will use their own staff to train the affected communities; this is often in the case of emergencies. Others will work with partners and train others to conduct the training. Examples of this TOT approach may be the training of teachers for the implementation of MRE within the school curriculum, the training of community volunteers to educate members of their own communities or the training of children to conduct child to child education.

Note: The two approaches are not mutually exclusive and often organisations will start off conducting direct training and progress towards TOT.

An important part of planning is to consider whether the training will be conducted directly or through partners, and if so to select the most appropriate partners to communicate the message effectively to the target groups. It must then consider the time and resources required to train and provide support to the trainers.

Note: The term 'training' is used here to include formal training and informal sharing of knowledge. For example, the training of volunteers or of teachers may be very structured but in other cases it may not involve any structured or formal training at all but a series of discussions to facilitate the development of safety messages. This may be the case, for example when religious leaders or community leaders are chosen as MRE partners.

6.3. Planning for community mine action liaison

Community mine action liaison refers to the system and processes used to exchange information between national authorities, mine action organisations and communities on the presence of mines and UXO, and of their potential risk. It enables communities to be informed when a demining activity is planned to take place, the nature and duration of the task, and the exact locations of areas that have been marked or cleared.

Furthermore it enables communities to inform local authorities and mine action organisations on the location, extent and impact of contaminated areas. This information can greatly assist the planning of follow on mine action activities such as technical survey, marking and clearance, and if necessary the provision of assistance to landmine survivors. Community mine action liaison creates a vital reporting link to the programme planning staff, and enables the development of appropriate and localised risk reduction strategies. Community mine action liaison aims to ensure that mine action projects address community needs and priorities.

Community mine action liaison should be carried out by all organisations conducting mine action operations. These may be MRE-specific organisations, or MRE individuals and/or 'sub-units' within a mine action organisation.

Community mine action liaison with the affected populations may start far in advance of demining activities and may help the development of a capacity at the community level to assess the risk, manage the information and develop local risk reduction strategies. This may assist communities gather the necessary information to lobby the relevant stakeholders and advocate for mine action and other assistance intervention.

The requirement for community mine action liaison to be conducted prior to any demining operation, means that MRE and demining organisations working in a similar geographical area, should coordinate fully with each other to enable joint planning of community mine action liaison to occur.

7. Guiding principles

As explained in the 'Guide for the management of mine risk education' (IMAS 07.11), the series of standards for MRE are based on a set of requirements or principles for MRE to be considered at each phase of the project cycle and provide a framework for the layout of the standards. Each of these requirements are addressed in turn below to provide guidance for project planning for MRE.

7.1. Stakeholder involvement

Mine affected communities are the primary stakeholders in mine action. Other stakeholders are mine action organisations, governments and public institutions, aid agencies, and community groups. Stakeholder participation is necessary at each stage of the project cycle, to ensure that:

- a) The needs of mine-affected communities and groups are addressed;
- b) National and local economic and development priorities are taken into account; and
- c) Mine action supports and enables humanitarian and development activities.

The planning process may involve the stakeholders but does not necessarily require their participation if they were fully involved in the needs assessment (see IMAS 08.50 Data collection and needs assessment for mine risk education).

7.2. Coordination

MRE should be well coordinated, both between and within projects. Effective coordination will enable consistency of pedagogical content, optimise the use of resources, and minimise any duplication of effort. Effective planning requires effective coordination.

7.3. Integration

MRE activities should be fully integrated with the other mine action, humanitarian and development activities to achieve a synergistic effect.

At the national level, the NMAA should encourage the integration of national mine action planning with all relevant sectors and organisations working in mine / UXO impacted areas. In planning such integrated activities, the NMAA should provide an integration plan and update the plan regularly.

NMAA should encourage organisations to widen the scope of their mine action interventions. For example, a mine action agency conducting MRE education and training activities may need to examine whether it should also become involved in public information dissemination or community liaison activities, or even non-MRE activities such as marking and fencing, Explosive Ordnance Disposal (EOD), or victim assistance.

7.4. Community participation and empowerment

The primary stakeholders in MRE are the members of the affected communities and the concept of empowering communities through participation should shape MRE projects throughout the project cycle.

A community mine action plan should be developed, based on the expressed needs of the affected community and these needs should be incorporated into the higher level of mine action planning.

Note: Community 'needs' often incorporate economic needs (i.e. the need for income) and though this cannot be resolved through mine action alone, planning of MRE may acknowledge this and involve other partners who can provide assistance and support income generation activities.

Members of the affected community may participate in the planning process or in an assessment of the plan. Representatives of different groups within the community may take leadership roles (according to their capacity) in the planning process.

Community involvement during the data collection and needs assessment phase should encourage and enable the creation of MRE materials by the affected communities themselves. Provision for this in the planning phase may positively impact on the sustainability of the project.

The planning process should address community ownership of the project and its sustainability.

7.5. Information management and exchange

The effective planning of MRE programmes and projects requires accurate, appropriate and timely information. There are many sources of information at local, national and international level and the resulting collated information is needed by a wide range of individuals involved in the planning, implementation, monitoring and evaluation of MRE projects.

NMAA and MRE organisations should establish and maintain effective management information systems. The UN's system for mine action information management, the Information Management System for Mine Action (IMSMA), has been developed to provide the facility to collect, collate and distribute relevant information at field and headquarters levels in a timely manner. IMSMA is available to all mine action programmes.

Guidance on information needs, information management and the application of information systems to mine action programmes, including MRE projects, is given in IMAS 05.10.

Information should also be collected on the practice of 'village demining'² in communities, as such groups are often more informed about the nature of the threat facing the community and practically express certain priorities due to their work.

Note: Any data on mine victims is sensitive and care should be taken to protect the names and personal details of survivors and the families of victims.

7.6. Appropriate targeting

Mine action programmes should be context specific and respect the different needs and priorities, and the different local cultural values and norms of the affected communities.

Project planning should ensure that members of the community that are at risk are adequately protected, giving special attention to the most vulnerable members. Project planning should understand and serve the needs, and promote the rights, of different groups. It should not be prejudiced on the basis of gender, age, ethnicity, etc.

Appropriate targeting for the programme or project should be informed by the data collected and the assessment. In doing so, planning shall consider the cultural implications which arise from the needs assessment and should show that any particular power-influence relationships, which exist within and between different groups, have been considered. This may assist in reaching vulnerable groups even whilst targeting another group, for example accessing children through their mothers.

In order to ensure that MRE activities adequately respond to the needs of the different target groups:

2. See *Annex B* for a definition of 'village demining'.

- a) The plan shall include approaches, methodologies, materials and messages, which are based on the results of the needs assessment and adjusted to the target groups. For example, MRE materials may be gender-specific where appropriate.
- b) Planning should ensure that projects are culturally sensitive, i.e. that they are in accordance with the cultural values and norms of the affected population. However, it may not be appropriate to adhere to such cultural values and norms when they violate the dignity and rights of some individuals. For example, if discrimination based on gender is part of the dominant culture, planning may still maintain a desire for gender equality.
- c) The plan should include a process of pre-testing any messages, methodologies, and materials based on the needs and participation of the target audience.
- d) There are many lessons to be learned from previous experiences, including from other country programmes and projects. Experiences and results from monitoring and evaluating such projects may be incorporated into the planning process.

The plan should make provisions to use the most competent staff to work with the target groups. In particular:

- a) it should include sufficient time and resources for appropriate staff development and training in, for example, the implementation of interactive methodologies;
- b) different age, gender and interest groups should be addressed by trainers or facilitators of the appropriate age, gender and interest group, where possible; and
- c) organisations should plan for a balance of social groups (including gender, ethnic background, etc.) within staff teams, where possible.

The plan should consider having a policy towards mine victims, and in particular consider:

- a) including a component of disability awareness to be integrated in the project;
- b) establishing mechanisms for effective co-ordination with organisations providing services for mine victims (i.e. for disability);
- c) being informed by and, if possible feeding information to, the national database on mine victims, where appropriate;
- d) involving victims where possible to assess the appropriateness, clarity and value of the MRE messages to be used;
- e) encouraging a policy of employing victims;
- f) providing support (financial, logistic) to competent organisations assisting mine victims, as appropriate;
- g) assisting the establishment of connections between victims and the local community at the project, national and global levels; and
- h) evacuating casualties to appropriate medical services.

The plan should consider any 'village demining' activities that may be occurring in the target location. In particular:

- a) assessing the general motivations and work practices of village deminers;
- b) analysing their priorities of work;

- c) gathering information on the location of contaminated areas that village deminers have been working on, or plan to work, and the types and numbers of devices they may have removed, destroyed or otherwise disposed of; and
- d) gaining feedback from other local inhabitants on the work of village deminers.

7.7. Education

The development of educational methodologies and appropriate content in planning should derive from the needs assessment:

- a) Safety messages should reflect the needs assessment and should be confirmed through the NMAA, where possible. The messages and information conveyed through should be adapted to the local situation and to local target groups according to the results of the needs assessment, and they should be field tested prior to dissemination. Materials which are developed in education and training programmes should be simple, clear, readable, in appropriate languages, relevant, realistic, attractive, accurate, culturally and religiously sensitive, sustainable and durable. Messages and materials should reflect the nature of the threat facing populations, whether mine, UXO, both or other types of threat such as booby-traps.
- b) Emergency rescue techniques (including both actions upon perceiving a mine/UXO danger and actions on finding a casualty in a mine field and the required response) should be included as a part of the safety messages. The requirement for this should be based on the needs assessment and the capacities of the infrastructure (medical facilities, transport etc) surrounding the target audience (community). Such messages should be endorsed by the NMAA.
- c) The occurrence of village demining should be considered and addressed in the planning and development of safety messages and those messages should be endorsed by the NMAA where possible.
- d) Safety messages should include a request for community support of demining activities, (e.g. not trespassing or removing marking materials) to ensure that no one is put at risk during survey or clearance activities.

7.8. Training

The training requirements for those involved in implementing, monitoring and evaluating the project should be considered at the project planning stage. This includes consideration of who will conduct the training, who will be trained, what will be covered in the training and how the training will be conducted. There should also be a consideration of the budget implications of such training requirements.

The training course and curriculum should be built on the results of the needs assessment. The plan should include a methodology and approach to the training plan. A time frame should be specified by activity within the training plan. The involvement of related organisations is an important step in the planning process. Such involvement may be present at many different levels and therefore should be very flexible.

Provision should be made for the briefing of MRE staff on the nature of survivor assistance and demining operations and staff of such programmes should likewise be briefed on MRE activities to promote better understanding of the complementary risk reduction approaches.

Consideration should be made, where applicable, for the training of deminers to conduct MRE (primarily community liaison) whilst conducting clearance or survey activities in remote areas.

The safety of staff should be a part of the overall planning of a MRE project. This includes planning for landmine and UXO safety training for staff³, and general Safety and Occupational Health (S&OH) training (see IMAS 10.10)⁴.

8. Areas of responsibility

Where specific roles and responsibilities are not identified, the reader should refer to IMAS 07.11, Guide for the management of MRE.

8.1. United Nations

United Nations agencies should support the NMAA in developing and adhering to the standards for planning of MRE programmes and projects. In certain situations and at certain times the UN may assume some or all of the responsibilities, and fulfil some or all of the functions, of a NMAA, including the responsibility for national planning of MRE.

8.2. National Mine Action Authority (NMAA)

The NMAA, or an organisation acting on its behalf:

- a) shall prepare the national plan for MRE as part of the national mine action plan.
- b) shall co-ordinate with MRE and other mine action organisations in the preparation of the national plan, to avoid duplication of effort and waste of resources.
- c) should provide resources (specifically information) where appropriate to assist with planning.
- d) should coordinate with organisations from other sectors (e.g. Education, Information, etc.) in mine action (including MRE) planning.
- e) should assist the national government where necessary, especially with regard to other related sectors such as health and social affairs (victim assistance) or education (involving MRE in the formal school curriculum).
- f) should approve the plan as a part of the process of accrediting MRE operations.

8.3. MRE organisation

MRE organisations:

- a) shall make plans for projects, co-ordinated through the NMAA.
- b) should ensure inclusion of the target community and local authorities during the planning phase.
- c) should co-ordinate with other relevant organisations (e.g., MRE and mine action organisations and other humanitarian and development organisations), as well as national and local government authorities (e.g. Ministries of Education, Health, Planning, Social Welfare) in the development of project plans.

3. See UNMAS Landmine and UXO Safety Handbook.

4. See National S&OH standards where applicable.

8.4. Donors

The donors:

- a) Should only fund projects that have plans in accordance with the national mine action plan.
- b) Should coordinate with the NMAA and other donors at the planning stage to avoid duplication of activities.
- c) May participate in priority setting, project planning and design and beneficiary identification.
- d) Should ensure adequate resources are allocated for the planning stages of programmes.

Annex A (Normative) References

The following normative documents contain provisions, which, through reference in this text, constitute provisions of this part of the standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this part of the standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid ISO or EN:

- a) IMAS 01.10 Guide for the application of IMAS;
- b) IMAS 04.10 Glossary of mine action terms, definitions and abbreviations;
- c) IMAS 07.11 Guide for the management of mine risk education;
- d) IMAS 07.31 Accreditation of MRE organisations and operations;
- e) IMAS 07.42 Monitoring of mine risk education programmes and projects;
- f) IMAS 08.10 General mine action assessment;
- g) IMAS 08.50 Data collection and needs assessment for mine risk education;
- h) IMAS 10.10 Safety and occupational health - General requirements;
- i) IMAS 12.20 Implementation of mine risk education programmes and projects; and
- j) IMAS 14.20 Evaluation of mine risk education programmes and projects.

The latest version/edition of these references should be used. GICHD hold copies of all references used in this standard. A register of the latest version/edition of the IMAS standards, guides and references is maintained by GICHD, and can be read on the IMAS website (www.mineactionstandards.org). National employers, mine action authorities, and other interested bodies and organisations should obtain copies before commencing mine action programmes.

Annex B (Informative) Terms, definitions and abbreviations

B.1.

community liaison

community mine action liaison

liaison with mine/UXO affected communities to exchange information on the presence and impact of mines and UXO, create a reporting link with the mine action programme and develop risk reduction strategies. Community liaison aims to ensure community needs and priorities are central to the planning, implementation and monitoring of mine action operations.

Note: Community liaison is based on an exchange of information and involves communities in the decision making process, (before, during and after **demining**), in order to establish priorities for mine action. In this way mine action programmes aim to be inclusive, community focused and ensure the maximum involvement of all sections of the community. This involvement includes joint planning, implementation, monitoring and **evaluation** of projects.

Note: Community liaison also works with communities to develop specific interim safety strategies promoting individual and community behavioural change. This is designed to reduce the impact of mines/UXO on individuals and communities until such time as the **threat** is removed.

B.2.

demining

humanitarian demining

activities which lead to the removal of mine and UXO hazards, including technical survey, mapping, clearance, marking, post-clearance documentation, community mine action liaison and the handover of cleared land. Demining may be carried out by different types of organizations, such as NGOs, commercial companies, national mine action teams or military units. Demining may be emergency-based or developmental.

Note: in IMAS standards and guides, mine and UXO clearance is considered to be just one part of the demining process.

Note: in IMAS standards and guides, demining is considered to be one component of mine action.

Note: in IMAS standards and guides, the terms demining and humanitarian demining are interchangeable.

B.3.

education

the imparting and acquiring over time of knowledge (awareness or possession of facts, ideas, truths or principles), attitude and practices through teaching and learning. [Oxford Concise English Dictionary]

B.4.

IMSMA

the Information Management System for Mine Action (IMSMA)

Note: This is the United Nation's preferred information system for the management of critical data in UN-supported field programmes. The Field Module (FM) provides for data collection, information analysis and project management. It is used by the staffs of MACs at national and regional level, and by the implementers of mine action projects - such as demining organisations.

B.5.

International Mine Action Standards (IMAS)

documents developed by the UN on behalf of the international community, which aim to improve safety and efficiency in mine action by providing guidance, by establishing principles and, in some cases, by defining international requirements and specifications.

Note: They provide a frame of reference which encourages, and in some cases requires, the sponsors and managers of mine action programmes and projects to achieve and demonstrate agreed levels of effectiveness and safety.

Note: They provide a common language, and recommend the formats and rules for handling data which enable the free exchange of important information; this information exchange benefits other programmes and projects, and assists the mobilisation, prioritisation and management of resources.

**B.6.
mine**

munition designed to be placed under, on or near the ground or other surface area and to be exploded by the presence, proximity or contact of a person or a vehicle. [MBT]

**B.7.
mine action**

activities which aim to reduce the social, economic and environmental impact of mines and UXO.

Note: Mine action is not just about demining; it is also about people and societies, and how they are affected by landmine contamination. The objective of mine action is to reduce the risk from landmines to a level where people can live safely; in which economic, social and health development can occur free from the constraints imposed by landmine contamination, and in which the victims' needs can be addressed. Mine action comprises five complementary groups of activities:

- a) MRE;
- b) humanitarian demining, i.e. mine and UXO survey, mapping, marking and clearance;
- c) victim assistance, including rehabilitation and reintegration;
- d) stockpile destruction; and
- e) advocacy against the use of APM.

Note: A number of other enabling activities are required to support these five components of mine action, including: assessment and planning, the mobilisation and prioritisation of resources, information management, human skills development and management training, QM and the application of effective, appropriate and safe equipment.

**B.8.
mine awareness**

see Mine Risk Education (MRE).

**B.9.
Mine Risk Education (MRE)**

activities which seek to reduce the risk of injury from mines/UXO by raising awareness and promoting behavioural change; including public information dissemination, education and training, and community mine action liaison.

**B.10.
mine risk reduction**

those actions which lessen the probability and/or severity of physical injury to people, property or the environment. [Adapted from ISO Guide 51:1999(E)] Mine risk reduction can be achieved by physical measures such as clearance, fencing or marking, or through behavioural changes brought about by MRE.

B.11.

MRE organisation

any organisation, including governmental, non-governmental, civil society organisations (e.g. women's union, youth union, red cross and red crescent societies), commercial entities and military personnel (including peace-keeping forces), which is responsible for implementing MRE projects or tasks. The MRE organisation may be a prime contractor, subcontractor, consultant or agent. The term 'MRE sub-unit' refers to an element of an organisation, however named, that is accredited to conduct one or more prescribed MRE activities such as a public information project, a schools based education project or a community mine action liaison project evaluation.

B.12.

MRE partner

an institution or agent within the mine-affected community who is able to work with an MRE organisation to facilitate, establish and implement an MRE project.

B.13.

National Mine Action Authority (NMAA)

the government department(s), organisation(s) or institution(s) in each mine-affected country charged with the regulation, management and coordination of mine action.

Note: In most cases the national MAC or its equivalent will act as, or on behalf of, the NMAA.

Note: In certain situations and at certain times it may be necessary and appropriate for the UN, or some other recognised international body, to assume some or all of the responsibilities, and fulfil some or all the functions, of a NMAA.

B.14.

public information dissemination

information concerning the mine and UXO situation, used to inform or update populations. Such information may focus on particular issues, such as complying with the mine ban legislation, or may be used to raise public support for the mine action programme. Such projects usually include risk reduction messages, but may also be used to reflect national mine action policy.

B.15.

risk

combination of the probability of occurrence of harm and the severity of that harm [ISO Guide 51:1999(E)]

B.16.

survivors (landmine/UXO)

persons either individually or collectively who have suffered physical, emotional and psychological injury, economic loss or substantial impairment of their fundamental rights through acts or omissions related to the use of mines and UXO. Mine survivors or victims include directly impacted individuals, their families, and communities affected by landmines and UXO.

B.17.

Unexploded Ordnance (UXO)

EO that has been primed, fuzed, armed or otherwise prepared for use or used. It may have been fired, dropped, launched or projected yet remains unexploded either through malfunction or design or for any other reason.

B.18.

United Nations Mine Action Service (UNMAS)

The focal point within the UN system for all mine-related activities.

Note: UNMAS is the office within the UN Secretariat responsible to the international community for the development and maintenance of IMAS.

Note: UNICEF is the focal point for MRE, within the guidelines of UNMAS overall coordination.

B.19.

victim

an individual who has suffered harm as a result of a mine or UXO accident.

Note: In the context of victim assistance, the term victim may include dependants of a mine casualty, hence having a broader meaning than survivor.

B.20.

village demining

Self-supporting mine and/or UXO clearance and hazardous area marking, normally undertaken by local inhabitants, on their own behalf or the behalf of their immediate community. Often described as a *self-help initiative or spontaneous demining*, village demining usually sits outside or in parallel with formal mine action structures, such as *demining* undertaken by militaries or *humanitarian mine action* such as is supported by the UN, international and national non-governmental organisations, private enterprise and governments, among others.



